

# The Great Big Event Company Limited Privacy Policy

## Our contact details.

Address: Parallel House, 32 London Road, Guildford. GU1 2AB

Phone Number: 01483 608151

E-mail: Info@thegreatbigevent.com

Tuesday, 04 May 2021

## The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Locations, website address, associated business information and previous contact details with individual or organisation is held within our databases.

Tuesday, 04 May 2021

## How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have contacted our business directly to request information. You have called us, and we have asked you for your contact details. You have provided us with your contact details through your preliminary enquiry.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Through our working partnership businesses namely: The catering divisions we partnered with as: Coal Yard Kitchen (previously Really Hungry)
- This data has been transferred to Surrey-Pantry (new catering division for the Great Big Event Company Limited in 2021)
- Through recommended database sales organisation: RGA limited.
- Through PA365, our Event Management and private client service business.

We use the information that you have given us in order to

## Market to you directly through

- Newsletters
- E-Shots
- Direct Marketing
- Promotional Activities

We may share this information with any one of our managed business brands.

- The Great Big Event Company Ltd
- PA365.co.uk
- Surrey-Pantry.co.uk

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are

- (a) Your consent by email and by choosing opt-in and opt-out boxes on our electronic communications.
- (b) You are able to remove your consent at any time. You can do this by contacting: Gillian Botte, Owner, The Great Big Event Company Limited, Parallel House, 32 London Road, Guildford. Surrey. UK. GU1 2TF

Email: [Info@thegreatbigevent.com](mailto:Info@thegreatbigevent.com)

(b) We have a contractual obligation to keep your data to communicate with you when dealing with you for business practices.

(c) We have a legal obligation to manage your data in a controlled virtual environment to sustain communication with you accordingly and appropriately.

## How we store your personal information

Your information is securely stored in our virtual back office 'SharePoint' and in our business account 'Mailchimp'.

We keep your personal information such as; name, position, title, email address, contact number(s) and the businesses postal address, for upto 5years. We will then dispose your information by deleting all copies of your data in our Backoffice, in our mailchimp databases and any other 'off-line' digital data sources we are working within.

## **Your data protection rights.**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [Info@thegreatbigevent.com](mailto:Info@thegreatbigevent.com) marking your subject title: **GDPR Data portability request** if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [The Great Big Event Company & brand groups, parallel house, 32 London Road, Guildford. Surrey. GU1 2AB

[Info@thegreatbigevent.com](mailto:Info@thegreatbigevent.com)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>